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AUTHOR	Poindexter, Charles C.
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ABSTRACT

The trend in Community Colleges, Technical Institutes, and some senior institutions is to merge the services of libraries, skills labs, media centers, and supportive instructional agencies into Learning Resources Centers (LRC). Many excellent reports have been written about the LRC concept, consequently, this report deals with the mechanics of classifying and cataloging book and non-book materials within such a center. Specific details, with examples, are given of how the learning materials in the LRC at Wayne Community College were cataloged. (Author/NH)

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CATALOGING AND PROCESSING of MEDIA, DIRECTED STUDIES MATERIALS and ARRANGEMENT OF THE CARD CATALOG

WAYNE COMMUNITY COLLEGE
Post Office Drawer 1878
Goldsboro, North Carolina 27530

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Submitted by

Dr. Charles C. Poindexter

Project Coordinator

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CATALOGING AND PROCESSING
of
MEDIA, DIRECTED STUDIES MATERIALS
and
ARRANGEMENT OF THE CARD CATALOG

Community Colleges, Technical Institutes, and some senior institutions have merged the services of libraries, skills labs, media centers, and supportive instructional agencies into Learning Resources Centers. This merger appears to be especially successful in institutions offering occupational and academic programs concurrently. The Learning Resources Center concept becomes more significant for institutions that are developing new strategies of instruction especially systems and audiotutorial approaches. Many excellent reports have been written about the LRC concept, consequently, this report deals simply with the mechanics of classifying and cataloging book and non-book materials within such a center. As institutions move toward the practice of shelving media and books together, each must be classified in a compatible manner.

On July 1, 1969, Wayne Community College of Goldsboro, North Carolina and Mount Olive College of Mount Olive, North Carolina began a reclassification project to convert both libraries from the Dewey Decimal System to the Library of Congress System. The project was made possible with the support of a grant from Title III of the Higher Education Act of 1965. Assistance in organization of the reclassification project came from Pembroke State University and the University of North Carolina at Wilmington. Those institutions had completed a similar project and made the professional staff available for direction. Mrs. Mildred S. Councill, Wayne LRC Director, assembled a most competent staff to begin the project and to do so without significant disruption of services to students. As the funding year drew to a close, it became evident that many of the learning materials had not been classified and second year

funding was obtained. To direct the second year project Miss Cathy Milford was employed and all non-book materials available for student use were catalogued. The information on the following pages was written up by Miss Milford.

Dr. Charles C. Poindexter
Program Coordinator
Wayne Community College

CATALOGING AND PROCESSING OF MEDIA

Cataloging: Green banded catalog cards are used for all types of media. These cards are interfiled in the card catalog with the white cards for books and programmed materials. The shelf list are filed separately from the shelf list for books.

On a green banded catalog card type the title; type of media (enclosed in parenthesis); producting company, institution, or organization responsible for production; and date of release or copyright. For phonorecords, have composer or author, title, publisher, and date of release.

What is diabetis? (Filmstrip) Trainex Corp., 1970.

Soler, Antonia, 1729-1783.
[Quintets, organ & string quartet] (Phonodisc)
Six quintets for harpsichord and strings.
Musical Heritage Society MHS 795-797. 1967.

Check for any descriptive matter enclosed with material: Teacher's manual, student workbook, reading script, etc. Sometimes motion pictures and filmloops will have on the container a short synopsis of the subject matter covered, the length of the film, and whether in black and white or color. A filmstrip can be unrolled, scanned, and the number of frames counted.

Enter this information on the line beneath the publisher:

1. for charts - number of charts if more than one; dimensions; color statement; special format.

Winslow health and hygiene charts, by Charles-Edward Amory Winslow. (Chart) Denoyer-Geppert Co., 1952.
19 charts. 36" x 44". color. mounted on a metal stand.
Includes teacher's manual.

2. for filmloops - running time to nearest minute; sound or silent; color statement; width in millimeters.

Common native animals. (Filmloop) Chandler, 1967.
$3\frac{1}{2}$ min. silent. color. 8mm filmloop mounted in cartridge.
Teaching guide in cartridge case.

3. for filmstrips - number of frames; color statement; width in millimeters.

The width may be omitted unless it is other than standard (35 mm).

What is Emphysema? (Filmstrip) Trainex Corp., 1970.
80 fr. color.

4. for kits - list the items with any physical description needed.

Centurion (210K) hydraulic landing gear. (filmstrip, LP) Cessna Aircraft Co.
Filmstrip (132 fr., color). 2 LPs.
Student workbook.

5. for motion pictures - length of film; number of reels; sound or silent; color statement; width of film given in millimeters.

Design for beauty. (Motion picture)
$28\frac{1}{2}$ min. sound. color. 16mm.

6. for phonorecords - number of albums if more than one; number of slides; diameter in inches; playing speed in revolutions per minute; if known, total playing time in minutes. The terms "microgroove" and "stero" are added when applicable. In the notes give the performing medium (vocal, instrumental, piano, guitar) and type of presentation (dramatization, narration, reading) if this information is not given after the title.

Gabbin's blues, and other big hits. (Phonodisc)
Epic EE 22011. 1968.
2 s. 12 in. 33 1/3 rpm. microgroove.
Sung by Big Maybelle Smith with instrumental ensemble.

7. for slides - number of slides; color statement. Also note if provided with a narration recorded on disc or tape.

North Carolina Museum Collection of Art. (Slide)
65 slides. color.
With Art Kit Text.

8. for tapes (recording and cassette) - number of tapes if more than one; length of running time.

Squandering natural resources. (Cassette)
28 min.

9. for transparencies - total number of transparencies; mounted or unmounted; color statement.

Fundamental nursing principles. (Transparency)
Robert J. Brady Co., 1966.
Unit titles: Introductory unit: principles, basis for nursing action (3 transparencies).
Unit 1, Health and its meaning (6 transparencies).
Unit 7, Vital signs (24 transparencies).
Includes instructor's guide.

If a film is produced as part of a series, the series title is recorded immediately following the physical description.

Check Library of Congress Subject Heading List for possible subject headings.

Check the appropriate Library of Congress Classification schedule and decide on a call number. Use a double cutter number: cutter first by author or producing company and second by title.

Type in tracings and L. C. call number on your half finished catalog card.

TL
701.1 Cessna 421 air conditioning. (Manual) Cessna
.C4 Aircraft Co.
C48 Manual,

1. Aeroplanes - Air conditioning.

S
623 How man conserves the soil. (Filmstrip)
.E5 Encyclopaedia Britannica Films, 1950.
H6 57 fr. b&w. (Soil conservation)

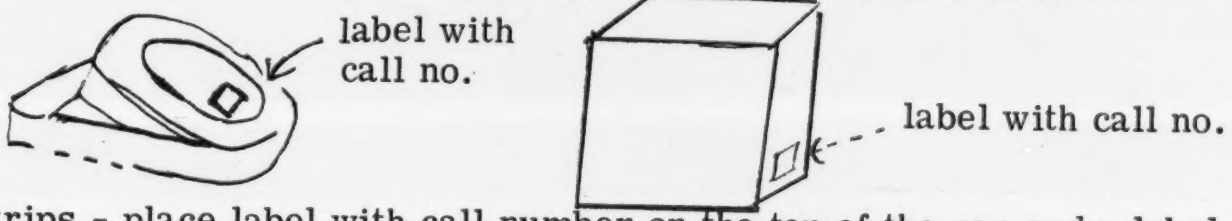
1. Soil conservation. 2. Agriculture.

RT
42 Sterile glove technique. (Filmloop) Burgess
.B8 Publishing Co., 1966.
S7 1 min. 58 sec.
Script included.

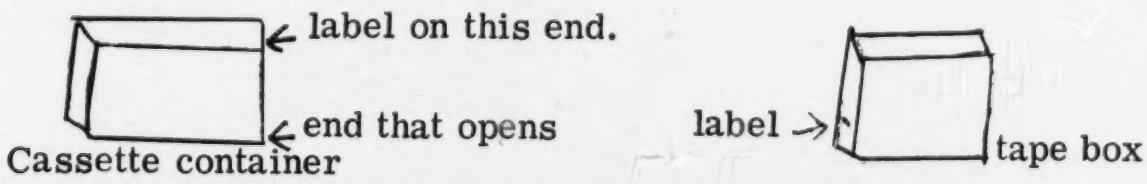
1. Nurses and nursing.

Processing: Circulation cards should give call number, title, type of media enclosed in parenthesis following title, and number of materials. Magic mending tape is placed over all labels for protection. For processing:

1. charts - place label on the front of the chart in the upper right corner.
2. filmloops - place label on the filmloop and the edge of the container.



3. filmstrips - place label with call number on the top of the can and a label with title on the side of the can.
4. kits - place a label with call number on each item in the kit and on the outside of the container.
5. motion pictures - label the reel with the call number and the edge of the film can lid with call number and title.
6. phonorecords - place a label with call number to record label on both sides of the record so that it does not cover pertinent information. Place a second label on the record holder in the lower left corner.
7. slides - Turn the slide so that the picture is upside down, with the glossy side of the film toward you. Place the label in the upper half of the slide; this should give the call number and slide's individual number in the set. Slides are then placed by call number in plastic sheets in a notebook.
8. tapes (recording and cassette) - place label with the call number on the reel or cassette and on the container.



9. transparencies - Place label on each transparency in the bottom left corner and on the outside of the envelope and box in the same place.

CATALOGING AND PROCESSING OF DIRECTED STUDIES MATERIALS

On a blank catalog card, type the author, title, publisher, and date. For the notes, give type of material included, grade level covered, and description of the material.

Lanfield, Mark
Handbook of basic science. Bronxville, N.Y., Cambridge Book Co., 1968.
Includes: Programmed text.
Level: High School, grades 10-12.
Description: Basic fundamentals of science.

Consult Library of Congress Subject Heading List. Type in tracings at the bottom of the card.

Consult appropriate Library of Congress Classification Schedule and type in a call number on the card. "Dir." is used to designate Directed Studies.

Dir.
LB 1050.5 .C75 Craig Research, Inc.
Reading program C, by I.H. Fields and L.A. Kirkpatrick. Los Angeles, Calif., Craig Research, 1969.
Includes: student workbooks and slides for 5 programs.
Level: Elementary to adult.
Description: To increase reading ability and comprehension.

1. Reading - Programmed instruction.
1. Title.

Label all materials. Add "test," "supple.," "manual" where applicable.

Xerox a set of cards from your typed catalog card.

ARRANGEMENT OF THE CARD CATALOG

1. The card catalog is divided: one section for subjects, and another for authors, titles and series.

2. All cards are in alphabetical order by the first word on the top line, letter by letter to the end of the word, and then word by word.

   New Amsterdam
   New England
   New wives for old
   Newark
   Newman

3. If the first word is a, an, the, or any of these equivalents in other languages, disregard such and arrange by the second word.

4. The word-by-word arrangement is used, following the general rule, "Nothing before something."

   A.E., pseud.
   Abbott, E.H.
   Abbott, Edith

   Air
   Air mail service
   Aircraft

5. M', Mc, and Mac are filed as though they were all spelled Mac.

   Mach
   McHale
   Machard
   McHardy

6. When the same word is used in different kinds of headings, the order is: surname, place, title.

   Raleigh, William T. (person)
   Raleigh, N. C. (place)
   Raleigh, a romance (title)

7. File an initial before a word beginning with the same initial letter. File initials standing for names of organizations, broadcasting stations, airships, etc. as initials and not as if spelled in full.

   A., A., see Willis, Anthony Armstrong
   A., B.
   A.A.A. see U.S. Agricultural adjustment administration
   AAC color photography

ABC of the NRA
A. L. A. see American library association and also titles beginning A. L. A.
A. L. A. booklist
A la mode cookery
A was an archer
Ambach, E. L.
American library association

8. Abbreviations, such as Dr., Mr., Mrs., St., are filed as though spelled out in full. This includes initials and other abbreviations used for geographical names; e.g., N. Y. as New York, Gt. Brit. as Great Britain.

Dr. Gratten
The doctor, his wife and the clock
Dr. Jekyll and Mr. Hyde
Mrs. Ames
Mistress and maid
St. Petersburg
Saint Pierre

9. Dates and numerals are filed as they are spelled.

1500 facts and similes
$4\frac{1}{2}$ years in the Italy mission (four and one half)
1940 book of houses (nineteen forty)
1914 diary (nineteen fourteen)
100 bungalows
$1200 a year

10. Personal and place names compounded with prefixes are arranged as one word.

La Farge
Lafayette
Van Buren, Martin
Vancouver
Van Dyke

11. Hyphenated words are filed as two separate words.

The book and its story
Book-hunter
Book of animals.

12. If two or more titles under an author's name are the same, they are arranged by edition. the most recent first.

13. The real name of an author will be used, with cross reference from the fictitious one.

TWAIN, MARK
see
CLEMENS, SAMUEL LANGHORNE

14. The subdivisions of a subject are arranged alphabetically, regardless of punctuation (coma or dash) and are filed before longer entries beginning with the same word.

Building - Addresses
Building, Brick
Building - Contracts
Building - Details
Building, Iron and steel
Building laws
Building sites

U. S. - History
U. S. - Politics and Government
U. S. Constitution
U. S. Supreme Court

15. Under the history of a country, dates are filed first and subdivisions second.

Dates are filed chronologically; subdivisions are filed alphabetically.

U.S. - History
U.S. - History - 1789-1815
U.S. - History - 20th Century
U.S. - History - 1945
U.S. - History - Civil War
U.S. - History - Colonial Period
U.S. - History - Discovery and exploration
U.S. - History - Revolution

16. In filing titles, disregard punctuation marks and the apostrophe.

Boy Scouts
Boycott
Boys' clubs
Boy's King Arthur
Boys of '76

Life; a book for a young man
Life---a bowl of rice
Life after death
Life---an obstacle race
Life and art